

TAB

OFFICE OF TRAINING

NOTICE
NO. 20-55

16 September 1955

SUBJECT: Consolidated Charities Fund Campaign

REFERENCE: Agency Notice [REDACTED] dated 26 August 1955 25X1A

1. Beginning this month, the Agency is undertaking a single fund-raising drive which combines the appeals formerly made on an individual basis by ten charitable organizations. Although the various drives have been consolidated, each contributor may direct his donation to any of the organizations.

2. I have asked [REDACTED] to serve as Vice Chairman of this drive in [REDACTED]. He has indicated that he will ask the Time and Attendance clerks to serve as keymen. 25X1A

3. The Agency goal for the campaign is \$70,000, with an Office of Training goal of \$7,000. OTR contributions to the ten organizations last year did not reach the goal for this year. I appreciate your support of these organizations in the past and urge you to contribute as generously as possible this year so that the Office and Agency may reach the higher goals. I believe it is important also that we show that the campaign can be conducted successfully on this consolidated basis.

[REDACTED] 25X1A

MATTHEW BURD
Director of Training

Distributions: All OTR Personnel

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Spencer Roberts